

LAW OFFICE SUPERVISOR*Class Definition*

Supervises, assigns, and coordinates the legal secretarial and clerical work performed in the City Attorney's Office; researches files on legal and non-legal matters; and provides highly responsible administrative assistance.

Distinguishing Characteristics

The class of Law Office Supervisor is distinguished from classes in the legal secretarial series in that its incumbent performs office management duties which require a thorough knowledge of procedures, methods and techniques of legal secretarial work as well as knowledge of the policies and procedures in the City Attorney's office. The incumbent of this single-position class receives direction from the City Attorney, and exercises direct supervision over assigned secretarial and clerical staff.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Develops and implements organization or procedural changes affecting support activities in the City Attorney's office specifically in the areas of record keeping systems, forms control, office layout, and office procedures.

Supervises, assigns, and coordinates typing and dictaphone assignments, which include court documents, ordinances, resolutions, letters and contracts.

Selects, trains, and evaluates clerical staff.

Establishes policies and procedures for the filing system, bookkeeping, and calendaring deadlines and court hearings.

Assists in the development and administration of the department budget; monitors the budget.

Researches files for legal opinions, memoranda and various documents of a legal and nonlegal nature.

Operates standard office equipment including word processing equipment.

Prepares routine legal documents.

Maintains Master Calendar of court trials, motions and hearings.

Performs related duties as required.

Qualifications

Knowledge of:

Legal terminology and the forms and documents used in legal secretarial work.

Legal procedures and practices involved in composing, processing and filing a variety of legal documents.

Standard legal references and their contents.

Organization, procedures and operating details of the City Attorney's office.

Modern legal office practices and procedures, including business correspondence, filing and standard office equipment operation.

Principles and practices of budget and personnel management.

Ability to:

Supervise and coordinate the work of clerical staff involved in providing legal secretarial support.

Understand the organization and operation of the City Attorney's Office and outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Prepare routine legal documents without the assistance of or advice of an attorney.

Prepare and maintain appropriate records and files.

Type accurately at a speed necessary for timely completion of assigned duties.

Operate and use modern office equipment, including information/word processing equipment.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible legal secretarial experience with substantial background working within a law office or court system.

Training:

Equivalent to the completion of specialized legal secretarial training and management courses.

APPROVED: _____

Director of Personnel

DATE: _____

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